

Managing Contacts for Subgrantees – Separation from Agency or Grant

The Project Director for each agency is responsible for maintaining the contact list for their agency. Contacts should be anyone that is funded by the grant, or needs portal access to include: Project Director, Authorized to Sign Official, Financial Officer, or volunteers.

1. Log into the AGO portal. <https://agogrants.scag.gov/>
2. Scroll down to “Agency Contacts”



3. Locate the Contact to be edited.
4. Click the carrot:



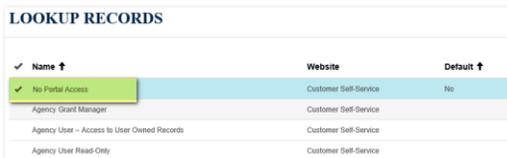
5. Click Edit:



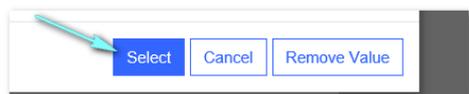
6. Click the looking glass under Web Role*:



7. Click next to “No Portal Access”, putting a check mark in the box.



8. Click Select.



*****Do NOT deactivate a contact.*****